

Summary of Changes
Department of Transportation Records Retention Schedule v.1.9 (October 2020)

New Records Series Added

- Seven (7) new records series have been added to this records retention schedule:
 1. **Highway Access Control Temporary Records (DAN 20-10-69585) p.6**
“6 years after end of calendar year (Non-Archival)”
 2. **Bridge Maintenance and Operations (DAN 20-10-69586) p.14**
“6 years after end of fiscal year (Non-Archival)”
 3. **Bridge Letter File (DAN 20-10-69587) p.15**
“6 years after life of structure (Archival)”
 4. **Floating Bridges (DAN 20-10-69588) p.15**
“75 years after life of asset (Non-Archival)”
 5. **Traffic Control Reports (DAN 20-10-69589) p.23**
“10 years after acceptance date (Non-Archival)”
 6. **Non-tank Vessel Response Plan (DAN 20-10-69590) p.41**
“3 years after completion of exercise (Non-Archival)”
 7. **Fabrication Inspection Office Material Certification Documents (DAN 20-10-69591) p.62**
“3 years after certification of contract (Non-Archival)”

Retention Changes

- Seven (7) records series have changes to their retention period/cutoff:
 1. **Highway Access Control Finals Records (DAN 12-12-68369) p.6**
Increased from “6 years after date of expiration/judgement (Non-Archival)” to “75 years after date of expiration/judgement or superseded (Archival)”
Rationale: Changes to reflect appraisals with Archives staff. This retention better reflects that of roadway access control files.
 2. **Bridge Project File (DAN 80-11-26436) p.14**
Increased from “1 year after termination of contract (Non-Archival)” to “3 years after completion of contract (Non-Archival)”
 3. **U.S. Coast Guard Bridge Permit File (DAN 88-04-41991) p.15**
Changed from “1 year after final acceptance (Non-Archival)” to “Until superseded (Non-Archival)”
 4. **Drug and Alcohol Records – Negative Test Results (DAN 00-08-59857) p.55**

Changed from “2 years after test is completed (Non-Archival)” to “1 year after test is completed (Non-Archival)”

5. **Bridge and Cantilever Sign Structures Acceptance Documentation (DAN 06-01-61081) p.59**

Changed from “75 years after certification of project filmed and verified (Archival)” to “75 years after completion of inspection (Archival)”

6. **Pre-stress Concrete Girders Acceptance Documentation (DAN 06-01-61079) p.60**

Changed from “75 years after certification of project filmed and verified (Archival)” to “75 years after completion of inspection (Archival)”

7. **Steel Bridges Acceptance Documentation (DAN 06-01-61080) p.62**

Changed from “75 years after certification of project filmed and verified (Archival)” to “75 years after completion of inspection (Archival)”

Other Minor Changes

- Thirteen (13) records series have changes to their title and/or description:
 1. **Highway Control Final Records (DAN 12-12-68369) p.6**
 2. **Bridge Design Calculations (DAN 80-11-26408) p.13**
 3. **Bridge Project File (DAN 80-11-26436) p.14**
 4. **U.S. Coast Guard Bridge Permit File (DAN 88-04-41991) p.15**
 5. **Movable Bridges (DAN 80-11-26443) p.17**
 6. **Design Documentation Package (DAN 80-09-25558) p.30**
 7. **Environmental Reports (DAN 06-01-61061) p.34**
 8. **Certificate of Inspection (DAN 83-06-32415) p.43**
 9. **Drug and Alcohol Program Administrative Files (DAN 00-08-59855) p.55**
 10. **Drug and Alcohol Records – Negative Test Results (DAN 00-08-59857) p.55**
 11. **Drug and Alcohol Records – Positive Test Results (DAN 00-08-59856) p.56**
 12. **Bridge and Cantilever Sign Structures Acceptance Documentation (DAN 06-01-61081) p.59**
 13. **Steel Bridges Acceptance Documentation (DAN 06-01-61080) p.62**
- One (1) records series has moved from Bridges and Structures section to the Legacy Records section as the bridge no longer exists:
 1. **Swinomish Slough Log of Bridge Openings (MAI6-2) (DAN 81-12-29357) p.108**
- Three (3) sections have a change to their title/description:
 1. **Access and Hearings p.6**
 2. **Bridge and Structures p.13**
 3. **Materials Laboratory p.59**

Essential Designation Changes

- One (1) records series is being changed from “Non-Essential” to “Essential (for Disaster Recovery)”:
 1. **Highway Control Final Records (DAN 12-12-68369) p.6**

Archival Designation Changes

- One (1) records series is being changed from “Non-Archival” to “Archival”:
 1. **Highway Control Final Records (DAN 12-12-68369) p.6**
Rationale: Changed to reflect conversations and appraisals with Archives staff and Access & Hearings staff. The functions of access control files are better represented by these changes.

Archival Series Being Revoked

- Three (3) “Archival” records series are being revoked as they are covered by another “Archival” records series:
 1. **Interchange Justification Reports (DAN 85-03-35148)** covered by Design Documentation Package (DAN 80-09-25558)
 2. **State of Washington Inventory of Bridges and Structures (SWIBS) (DAN 80-11-26437)** covered by Bridge Letter File (DAN 20-10-69587)
 3. **Bridge File (DAN 81-09-28893)** covered by Bridge Letter File (DAN 20-10-69587)

Non-Archival Series Being Revoked

- A total of (27) “Non-Archival” records series are being revoked.
- Two (2) “Non-Archival” records series is being revoked as it is covered by another “Archival” records series:
 1. **Design Calculations (DAN 90-11-46802)** covered by Bridge Design Calculations (DAN 80-11-26408)
 2. **Design Report File (DAN 80-11-26400)** covered by Planning Studies (DAN 80-10-26223)
- Twenty-five (25) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Bridge Field Data (DAN 80-11-26407)** covered by Bridge Project File (DAN 80-11-26436)
 2. **Bridge Opening Logs (DAN 84-02-33471)** covered by Bridge Maintenance and Operations (DAN 20-10-69586)
 3. **Bridge Operation Records (DAN 81-05-27727)** covered by Bridge Maintenance and Operations (DAN 20-10-69586)
 4. **Bridge Opening Schedules (DAN 87-01-39231)** covered by Bridge Maintenance and Operations (DAN 20-10-69586)
 5. **Bridges and Structures General Maintenance Information (MAI-16) (DAN 80-10-26279)** covered by Bridge Maintenance and Operations (DAN 20-10-69586)
 6. **Movable Bridge Mechanical and Electrical Data (DAN 80-11-26445)** covered by Movable Bridges (DAN 80-11-26443)
 7. **Movable Bridge Projects and Reports (DAN 80-11-26444)** covered by Movable Bridges (DAN 80-11-26443)
 8. **Evergreen Point Bridge (2nd Lake Bridge) File (DAN 80-12-26528)** covered by Floating Bridges (DAN 20-10-69588)

9. **Falsework and Contract Files (DAN 81-06-28102)** covered by Bridge Project File (DAN 80-11-26436)
10. **Hood Canal Bridge File (DAN 80-12-26527)** covered by Floating Bridges (DAN 20-10-69588)
11. **Hood Canal Bridge Replacement Plan Sheet (DAN 80-12-26525)** covered by Floating Bridges (DAN 20-10-69588)
12. **Job File (DAN 80-11-26406)** covered by Bridge Project File (DAN 80-11-26436)
13. **Log of Bridge Openings and Closings, DOT 230-500(D1) (MAI 16-1) (DAN 77-03-18842)** covered by Bridge Maintenance and Operations (DAN 20-10-69586)
14. **Microfilm Copies of Structure Design (DAN 80-MF-26411)** covered by Secondary (Duplicate) Copies (DAN GS 50005)
15. **Structure Design Plans (Paper Copy) (DAN 80-11-26409)** covered by Bridge Project File (DAN 80-11-26436)
16. **Evergreen Point Bridge (2nd Lake Bridge) File (DAN 88-07-42566)** covered by Floating Bridges (DAN 20-10-69588)
17. **False work, Cofferdam and Shop Plans Files (DAN 80-11-26397)** covered by Bridge Project File (DAN 80-11-26436)
18. **Hood Canal Bridge File (DAN 88-07-42565)** covered by Floating Bridges (DAN 20-10-69588)
19. **Hood Canal Bridge Replacement Plan Sheets (DAN 88-07-42564)** covered by Floating Bridges (DAN 20-10-69588)
20. **Preliminary Bridge Plans (DAN 81-06-28039)** covered by Bridge Project File (DAN 80-11-26436)
21. **Bridge Deck Survey (DAN 86-12-39087)** covered by Maintenance – Major and/or Regulated (DAN GS 21008)
22. **Bridge Maintenance Records (DAN 81-05-27726)** covered by Bridge Maintenance and Operations (DAN 20-10-69586)
23. **Hydraulic Related Project Log (DAN 80-11-26423)** covered by Organizing/Monitoring Work in Progress (DAN GS 50011)
24. **Disciplinary Action (DAN 80-09-25522)** covered by Complaints and Grievances – Upheld (DAN GS 03003)
25. **Employee Examination Files (DAN 10-10-62335)** covered by Recruitment - Employee (DAN GS 03012)

Net Reduction in Records Series: 23 (from 338 series down to 315 series)